

## Wells, Mike

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**From:** Wells, Mike  
**Sent:** Tuesday, October 29, 2013 10:16 AM  
**To:** R10-ETPA Mail Group  
**Subject:** Announcing ETPA's "Clear out the Clutter" Event, Wednesday November 20th

**Categories:** Record Saved - Private

**ETPA Clean-Up Day: Wednesday, November 20<sup>th</sup>** for all of ETPA.

### Why Clean-Up?

- The Park Place remodel is back up and running! Imagine leaving all the clutter behind as you prepare to move into your new tranquil workspace in the renovated building. Keep in mind that the new workspaces we'll be moving to will only provide about 13 ft. of file storage capacity. The results of the 2013 inventory indicated that 12 ETPA cubicles were over this limit.
- "Clutter to Calm" Prize: One gift certificate for a free seated massage will be awarded for the best workstation transformation. Contact Amy Lefeat (x1918) or Mike Wells (x4252) to schedule Before/ After pictures of your workstation for a chance to win.
- Records Reminder--Attention to records before the move will lower moving costs, improve control over information assets, and lower stress. Waiting until after the move can result in wasted dollars and time, misplaced records, and decreased productivity.
- This is also a great opportunity to recycle or donate things like unneeded equipment, obsolete technical reference, supplies, furniture, personal items, and holiday decorations. Reduce, Recycle, and Reuse!

### Litigation Hold Reminder from the Office of Regional Counsel:

As always, please be mindful of your information preservation obligations associated with pending litigation.

Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should to be preserved and maintained in the email system and other electronic documents should be maintained in the format in which they were created or received.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable [retention schedule](#). Please see the updated [Table of Current Litigation Holds in Region 10](#). Also, a reminder that a [Region 10 In-House Records Destruction Form](#) must be completed for any official records placed in the recycling bins and for any sensitive records placed in the shred bins.

Additional Clean-Up guidance can be accessed at the Region 10 Clean-Up [website](#) on the Info page. Thank you.

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